

61st Hong Kong Schools Speech Festival
16 November to 16 December 2009

Rules & Regulations
English Speech

Members / Competitors should be responsible for the disqualifications caused by their invalid or incomplete entry or breach of rules and regulations. Information entered on the forms should meet the requirements of respective classes. The Association disclaims responsibility for checking the details filled on the forms. The Association has the right to disqualify competitors who are found to have breached the rules and regulations at any time without further notice nor refund of entry fees. Submission of an entry implies agreement by the members / competitors to be abided by these rules and regulations.

All competitors should enter the Festival through the members of the Association. It is the members' responsibility to inform their students every detail about the competitions. The Association may not approach individual competitors. For membership details, please contact the Association. For class N196, students of post-secondary institutes may enter on their own as an individual competitor.

1. ENTRY REQUIREMENTS

Competitors must be Hong Kong students who are aged between 5 and 23 and study full-time in primary, secondary and special school, or post-secondary institutes in Hong Kong. All entries submitted by registered and currently paid up members of the Association will be accepted.

- 1.1 **Group Entries** are open for School Members only. Group entries must comprise of students in the same school. These entries include classes of Choral Speaking, Public Speaking Team, Words and Movement, Thematic Group Speaking, Improvised Dramatic Scene, Dramatic Scenes and Rehearsed Original Scene.
- 1.2 **Individual Entries** include solos and duos except class N196.
- 1.3 Class N196 (Public Speaking Solo) opens to students who are aged under 23 and study full-time in secondary 6/7 school level, or in one of the post-secondary institutes or universities listed in Annex 1. Competitors must submit in person their entry forms with the photocopies of their student ID cards. Winners who are on the adjudicators' list and aged between 16 and 20 would be invited to participate in the selection for entering the International Public Speaking Competition to be held in May 2010 in London. The representative for this competition must be the holder of a valid Hong Kong permanent identity card.
- 1.4 Native English speakers can only enter open classes.

2. ENROLLMENT

- 2.1 **Entry Forms**

2.1.1 Members can download the formatted entry forms from the Association website with their membership number and password. The entry forms must be printed out with a full coverage of details on a white blank A4 size (210mm x 297mm) paper. All the required details must be filled out on the entry forms. The Association reserves the right to reject any entry forms which are incomplete or not in the officially approved format.

The three types of entry forms listed in the following can be downloaded from the Association website:

- (i) Group Entry Forms (for classes stated in 1.1)
- (ii) Duo Entry Forms (for duo classes stated in 223-225)
- (iii) Solo Entry Forms (for solo classes stated in 1.2)

2.1.2 Post-secondary students who wish to enter N196 can email to the Association office for enrollment details.

2.1.3 ONE entry form can only be used for ONE entry.

2.1.4 Competitors should use their names identical to that of their Hong Kong ID cards/birth certificates for all the entries.

2.2 Substitution or swapping of competitors, and change of names, class number or area code will not be permitted.

2.3 Competitors who enter more than one class (including Chinese Speech and English Speech) should bear a risk of time clash. This may result in their own decision to give up one competition or the other in this festival.

2.4 Members/Competitors should enter classes according to the age, education level (primary 1 to secondary 7) or the gender stipulated in the current Syllabus.

2.5 In all classes where an age requirement is stipulated, the governing date shall be 1 January 2010. Examples:

Aged 23 and under	Born on or after 2 January 1986
Aged 5 and over	Born on or before 1 January 2005

2.6 **Area Code**

2.6.1 U denotes urban district (including Hong Kong Island, Kowloon and Tseung Kwan O).

2.6.2 E denotes the New Territories East district (including Tai Po, Shatin, Sheung Shui, Fanling and Sai Kung).

2.6.3 K denotes Tsuen Wan and Kwai Chung district (including Tung Chung and Tsing Yi).

2.6.4 Y denotes Tuen Mun and Yuen Long district (including Tin Shui Wai)

2.6.5 N denotes classes which will not be divided into districts. These classes include open, public speaking, words and movement, thematic group and drama except U/E/K/Y 200-201 and U/E/K/Y 214-215. These competitions may be held at any venues in U/E/K/Y districts.

2.6.6 Competitors may choose to compete in any one district in U/E/K/Y.

2.7 The Association reserves the right to allocate any competitions to be held in any venues.

2.8 The Association reserves the right to group any U/E/K/Y classes which have

four or less than four entries into one U class / any one class in any U/E/K/Y districts. If the merge is impossible, the class will be cancelled and entry fee will be refunded.

2.9 **When to Enter**

2.9.1 Entries submitted in person will be accepted from 9:00 a.m. on **1 September 2009** to **4:00** p.m. on **17 September 2009**.

2.9.2 Entries sent by post must reach the Association office no later than **11 September 2009** as postmarked.

2.9.3 The Association reserves the right to reject any late entries. Nevertheless, late entries may be accepted. The member must submit such entries in person or by a delegated person on **18 September 2009**. A payment of a double entry fee will be charged. Late entries sent by post will not be accepted.

2.9.4 Please refer to “Important Dates to be Noted” in Annex 2 or the Association website for the submission deadlines of other documents.

2.10 **Entry Fees**

2.10.1 Please refer to the current Syllabus for the entry fee of each class.

2.10.2 Except for those classes cancelled by the Association, no entry fees will be refunded, regardless of any reasons provided by the competitors or members (e.g. having breached rules and regulations, not being able to obtain the books required, not being able to attend competitions due to sickness/personal affairs/school functions, etc.) or class suspension ordered by the Education Bureau, HKSAR.

2.11 **Submit Entry Forms**

2.11.1 The Association reserves the right to reject entries that are incomplete or submitted with inadequate documents required. Such entries will not be processed and will be returned by post to members.

2.11.2 In Person

Members should collect all entry forms and entry fees from the competitors, complete the Payment Record Form (PRF), issue ONE cheque/cashier order at the amount to the sum of the entry fees and then submit the required documents together with the original membership card to the Association.

2.11.3 By Post

Members should send in documents including all the entry forms, the completed Payment Record Form (PRF), ONE cheque/cashier order at the amount to the sum of the entry fees, and the original membership card. For the return of the membership card and payment receipt(s), a stamped and self-addressed envelope should be enclosed. The Association will accept no responsibility for any loss, delay or damage during postal delivery.

2.12 **Entry Form Receipts**

Each entry form submitted will be issued with an Entry Form Receipt. Members can collect the Entry Form Receipts with their membership cards from the Association office after 19 October 2009.

3. REGULATIONS

3.1 General Rules

- 3.1.1 Since there is a time gap between the release of the Syllabus and the Speech Festival, amendments may be made and will be posted on the Association website before the Festival. The Association reserves the right to make any amendments to the Syllabus. Members / Competitors should always refer to the updated amendments uploaded to the website.
- 3.1.2 The Association reserves the right to allocate any competitions in any sessions on any date at any venue within the Festival period. Usually there will be three sessions, a.m. (morning), p.m. (afternoon) and evening sessions set for each day. Each session will normally last for three to four hours.
- 3.1.3 Upon the number of competitors to perform in the classes concerned and the length of time required for the piece, the Association office will allocate competitors of the same class into a number of groups. Each group will be adjudicated by individual adjudicators and awarded placing accordingly.
- 3.1.4 The Association reserves the right to make changes, modifications and cancellations of any arrangements for the Festival as it may deem necessary or expedient.
- 3.1.5 Competitors / Members are reminded that they must refer to the online Festival Timetable and check the details of their classes on the Association website. If a request for changes is to be made, please refer to “Guidelines on the Application for Alteration in Respective Items” in Annex 3 for detail procedures. All the “Alteration Forms” should be submitted together with supporting documents required and handling charges to the Association before the deadline specified. The Association will then release the “Festival Timetable (Revised Version)”. For the aforesaid dates, please refer to “Important Dates to be Noted” in Annex 2 or on the Association website.
- 3.1.6 The Association will decide on the time slots and dates that the classes are to be taken place. The order of competitors’ performance and groupings for each competition will be assigned by ballot draws. Competitors who fail to show up according to the published order will be considered as “not in assigned order”. They can only receive the comments from the adjudicator(s), and will be awarded no marks and no certificates.
- 3.1.7 Competitors should be ready and report to the competition assistants 15 minutes before the time specified in the Festival Timetable. Once the competition starts, the adjudicator/competition assistant has the right to refuse any audience (including competitors) from entering the venue. If a competitor is late, he/she may miss some important announcements or may risk performing “not in assigned order”.
- 3.1.8 When attending the competitions, competitors must bring with them the following documents (Spot checks will be made):

- (i) the Entry Form Receipt (as an identification of their status as competitors)
- (ii) the original or a photocopy of their Hong Kong ID card/birth certificate (as an identification of their name and age)
- (iii) the student card/handbook (as an identification of their education level)
- (iv) Competitors' List (for group classes) – when attending the competitions, each choir/group must provide a list of details of all the choir/group members including their names, date of birth and level of study. Those choirs/groups who fail to comply will have their marks deducted. A form can be downloaded from the Association website for this purpose.

3.1.9 The adjudicator will stop a competitor if he/she performs a wrong piece, does not prepare well or not perform up to the required standard; he/she will be given comments but awarded no marks.

3.1.10 Adjudicators may cut short the pieces if necessary, or stop a performance of any piece when they have heard enough to form a judgment.

3.1.11 Before the announcement of results, all the audience, including the competitors, teachers, and parents are not permitted to approach the adjudicator; disqualification and dismissal from the competition venue will be incurred on the person(s) who violate(s) this rule. When enquiries are to be made, the competition assistants at the venue should be the right person to be approached.

3.1.12 No devices for amplification or video imaging will be allowed to use for all classes. Nevertheless, for group drama classes, competitors may add sound effects to their performances provided that they bring their own equipment for such purpose.

3.1.13 Prompting, cueing or conducting is not allowed during competitions except for Harmonic Choral Speaking (N90-92, 94-96, 98-99), Dramatic Scenes (N219-222) and Rehearsed Original Scene (N228-230) classes.

3.2 Number of Entries

3.2.1 Each competitor can only enter one class in the same level/grade/age. This restriction also applies to Verse Speaking, Non-Open Classes (U/E/K/Y20 – 70)

3.2.2 Schools can enter more than one team in the same group/class. However, the members of a team must be different from those of other team(s) entering the same class.

3.3 Competition Materials

3.3.1 Sources of set pieces have been printed in the Syllabus, and in most classes the names of publishers have been provided. Members/Competitors must make their own effort to obtain the required materials for competitions. Members/competitors are advised to allow enough time for ordering the required materials. All members/competitors should check with the full set of pieces kept in the

Association library for members' reference.

3.3.2 Competitors who use downloaded versions of electronic books for prose reading classes must show the adjudicator the proof of permission to use the materials at the competition. Apart from this, the materials must be properly bound for use in the performance.

3.3.3 Competitors performing a piece of different version from the set piece/own choice piece submitted will be awarded no marks.

3.3.4 Own Choice Piece/Original Work

3.3.4.1 Submission Deadlines for Titles and Pieces - All competitors are required to use the Own Choice Form (OC Form) for submission of the titles, pieces and original works. Members should submit the OC Forms to the Association office in person or by a delegated person. The Association will issue a confirmation slip upon receipt of each title/piece/work. Please refer to the following deadlines for action. Late submission may not be accepted:

Class	OC Form	Full Text/Script ⁺	Deadline
N202-205	✓	✓	12 Oct 2009
N206-208	✓	✓	12 Oct 2009
N212-213	✓	✓	12 Oct 2009
N216-218	✓	✓	12 Oct 2009
N219-222	✓		12 Oct 2009
		✓	*
N223-225	✓	✓	12 Oct 2009
N228-230		✓	*

⁺ The full text/script with title and name of the author should be typed out and printed on a white A4-size paper.

* The script should be submitted to the competition assistants on the day of competition.

3.3.4.2 It is the competitors' responsibilities to ensure that Own Choice pieces are not selected from the list of pieces set in the current Syllabus.

3.3.4.3 Own Choice pieces must not be used for more than one class.

3.3.4.4 The adjudicators will take into account the quality and appropriateness of Own Choice pieces selected when awarding marks to the performances.

3.3.4.5 The adjudicators/Association reserve(s) the right in any circumstances to reject any pieces which are considered to be unsuitable for performance.

3.3.4.6 Performances exceeding the specified time limit may be ordered to stop and marks will be deducted.

3.3.4.7 All copies submitted for adjudicators' reference will be destroyed after the Festival.

3.3.5 It is the competitors' responsibilities to observe and comply with the copyright law, and ensure their rights of using the materials.

Competitors who are found to have used photocopied materials infringing the copyright law will be disqualified.

3.4 **Rules for Different Classes**

3.4.1 All classes must be performed from memory at the competition, except prose reading classes and limited parts as specified in thematic group speaking classes.

3.4.2 Competitors must fully familiarize themselves with the class requirements given under the respective classes in the Syllabus.

3.4.3 **Open Classes:**

The standard of adjudication for these classes is highly maintained. These classes are for students who are native speakers using English as their first language. Any student may enter these classes provided that he/she can meet the requirements of age and student status.

3.4.4 **Non-Open Classes (for non-native speakers):**

These classes are for students who are non-native speakers using English as a second language.

3.4.5 **Verse or Prose Speaking Classes:**

Poems and Prose pieces must be memorised and recited.

3.4.6 **Prose Reading Classes:**

In all prose reading classes, the pieces must be presented as reading aloud from the text of the book which should be held in hand(s) and referred to. It should not be a memorised presentation. Competitors should prepare the whole set piece from which an extract will be selected by the adjudicator at the time of the competition.

3.4.7 **Choral Speaking Classes:**

Each group should comprise 30 to 50 competitors and perform without a conductor.

Competitors in Choral Speaking classes may adopt variations of movements, music, costumes and props (see Rules & Regulations 4.4).

3.4.8 **Harmonic Choral Speaking Classes:**

Each group should comprise 25 to 50 competitors and perform with or without a student/teacher conductor.

No movement, gesture, mime, costume or hand props are permitted; nevertheless, suitable grouping patterns of the choir are allowed. The adjudicator will look for clarity and harmony of speech presented and the interpretation of the poem.

3.4.9 **Drama Classes:**

Hand props, costumes and daytime make-up are permitted for drama classes. Stage make-up can only be used when necessary (e.g. for animals, etc.). The use of costumes may contribute to the overall performance, but the quality of speech, acting, originality and creativity are highly regarded. Music and sound effects are allowed to use. (see Rules & Regulations 3.1.12 and 3.4.2) Heavy/ fixed settings or electronic presentation are not permitted whereas some small and easily movable furniture items may be allowed to use. Competitors should memorize the drama scripts. During the performance, they

should not hold the scripts in hand. For Classes N219-222 and N228-230, a prompter is optional.

3.4.10 **Public Speaking Classes:**

Please see the rules specified for N193-N196 and N199-N201 classes.

3.5 **Rules at Competition Venues**

3.5.1 All venues will not be open until 15 minutes before the start of each session.

3.5.2 Choir risers of three tiers with four to five blocks fixed together will be provided for Choral Classes. No electricity, props, equipment, backdrops, etc will be supplied.

3.5.3 Rearrangement of any setups and facilities is prohibited.

3.5.4 Anyone including competitors who causes undue disturbance in competition venues will be asked to leave the venue. If the person is a competitor, he/she may be disqualified.

3.5.5 The use of communication and electronic devices is prohibited. Audio or video recordings and photo-taking (including the verbal comments from adjudicators and the announcement of results) are prohibited during competitions. Anyone who violates this rule will be asked to leave the venue.

3.5.6 It is the individual attendees' responsibility to take care of their personal properties. The Association will not be responsible for reports of lost and found.

3.5.7 Admission to all venues is free of charge and open while seats are available. However, priority will always be given to competitors competing in that time slot. For some venues where admission tickets are required, attendees could obtain tickets at the door 15 minutes before the start of the session.

3.5.8 Since the seating capacity in most venues is very limited and controlled under the Fire Prevention Ordinance, each competitor with a maximum of one accompanying teacher/parent will be admitted to the sessions/time slots they are required to perform. In accordance with the limitations/requirements of the venue and request of adjudicators, the competition assistants are authorized to take charge of the seating and admission arrangements in the venues. They may refuse competitors of other time slots from entering the venue. No audience and parents will be admitted to the choral competitions to be held at Martha Boss Community Centre Hall.

3.5.9 Non-competitors under the age of six will not be admitted to all venues.

3.5.10 The Association does not offer parking spaces at any venues.

3.6 **Prize-winners' Recitals**

Competitors who obtain the highest marks and are recommended by adjudicators in their classes may be invited to perform at a winners' recital in any venue at a schedule time as arranged by the Association. Winners who fail to comply will result in any of their awards being withheld and no certificates issued.

4. JUDGING CRITERIA

- 4.1 All set pieces must be performed in accordance with the details listed in the Syllabus. Competitors presenting a piece which is different from the set piece / own choice piece submitted will receive no marks; competitors presenting a shortened or lengthened version of the set piece / own choice piece submitted will be disqualified. It is stressed that the **QUALITY of VOCAL TECHNIQUES** and the **INTERPRETATION** of the piece are the most important factors for a good performance.
- 4.2 Adjudication will be based on the overall performance of the competitors, including:
- Clarity of speech
e.g. pronunciation, intonation, articulation, voice projection, etc.
 - Interpretation
e.g. understanding and conveying the author's message, etc.
 - Audience awareness
e.g. effective communication with the audience
- 4.3 A set of specific judging criteria is for Public Speaking Solo Classes. Please see details stated in Classes N193-196.
- 4.4 Competitors could decide whether or not their use of gestures, movements, music, costumes, props, etc. would enhance the quality of their performance. However, they should always bear in mind that the adjudicators will make a decision with reference to the judging criteria and the overall performances.
- 4.5 The decision of the adjudicators shall be final.

5. AWARDS and MARKS

- 5.1 Competitors will receive mark sheets at the end of the competition in which they have performed. Competitors will bear the risk of losing the mark sheets if they fail to collect them immediately at the venue. Otherwise, members should bring their original membership cards to collect the mark sheets for their competitors after 5 January 2010. All unclaimed mark sheets will be destroyed before the commencement of the next Speech Festival.
- 5.2 Certificates of three levels will be awarded to competitors for their achievements.
- | Certificates | Marks obtained |
|--------------|----------------|
| Honours | 90 or over |
| Merit | 80 - 89 |
| Proficiency | 75 - 79 |
- 5.3 Placing will be awarded to individual groups (if any) within a class. However, in some cases when the best performance in the group is not up to the standard to obtain 80 marks, then no placing, trophy or prize will be awarded.
- 5.4 Only members should collect the certificates. They are responsible for distributing the certificates to their students. Certificates can be collected between March and May 2010. Competitors from post-secondary institutes who have entered Class N196 should bring their original mark sheets to the Association office for the certificates in May 2010. The exact dates/schedules will be released on the Association website. Late collection after the

aforesaid period or request for re-issuance of certificates will be subject to a handling charge.

- 5.5 Other trophies/awards/prizes should be collected within the specified period stated in the Prize Collection Notification. Late collection, if permitted, will be subject to a handling charge.
- 5.6 Some of the trophies awarded to winners are the property of the Association. Members/winners can keep the trophies for one year and must return them in good conditions to the Association office before the commencement of the forth coming Speech Festival. After the members/winners have collected the trophies/prizes, they will be responsible for any damage or loss incurred while the trophies are in their custody or in transportation. The Association will not be responsible for the damage, loss or replacement of the trophies/prizes.

6. Other Key Issues

- 6.1 The decision of the adjudicators on all artistic related matters shall be final; the decision of the Executive Committee upon all the matters/interpretation of the Rules and Regulations, and all matters arising from administrative issues and competitions shall be final.
- 6.2 In the case of class suspension ordered by the Education Bureau, HKSAR, no make-up sessions for respective classes cancelled will be held and entry fees will not be refunded. Please refer to “Arrangements for Competitions during Adverse Weather and Epidemic Disease Outbreak” in Annex 4 and also to the Association website for updated information.
- 6.3 Competitors who are suffering from epidemic disease should not attend any festival activities unless he/she can present a valid certification from a medical doctor for the proof of his/her physical fitness for the competition.
- 6.4 Any additional request, once accepted, will be subject to a handling charge.
- 6.5 Appropriate attire is required during competition.

7. Enquiries and Comments

- 7.1 Any enquiries, complaints and suggestions should be made in writing and submitted by the member of the Association that entered the competitor(s) to the Complaints and Suggestions Handling Committee within 10 working days after the Festival.

If the member is a School Member, the submission should: i) bear the signature of the school principal or the responsible teacher of the school; ii) bear the school seal; and iii) include the correspondence address of the school.

If the member is an Associate Member, the submission should: i) bear the signature of the member; and ii) include the correspondence address of the member.

Any complaints/suggestions made by individual competitors/parents/ teachers may be directly forwarded to respective members concerned for their information. A formal reply in written form, if deemed necessary, will only be addressed to the members concerned. Complaints/Suggestions made via telephone calls would not be processed.

- 7.2 Since the telephone lines of the Association will be very busy from the

pre-festival to post-festival period, members/competitors are advised to browse “A Guideline to Hong Kong Schools Speech Festival” at the Association website for the information or details of the Festival they require. Should there still be any further enquiries, please contact the Association via http://www.hksmsa.org.hk/e_contact.php.

Only our members can enroll all activities held by the Association. All related services (such as submission of entry forms, collection of competition materials, access to the Association library, etc) will only be provided to members / persons who can present a valid and original membership card.

For membership details, please browse the Association website.

Annex 1 附錄一

List of Universities and Post-secondary Institutes Eligible to Enter the Speech Festival* 可參加朗誦節之大學及專上學院名單*

*This version, released on 1 August 2009, is final

*此名單為 2009 年 8 月 1 日版本，以此為準

1. Caritas Bianchi College of Careers 明愛白英奇專業學校
2. Caritas Francis Hsu College 明愛徐誠斌學院
3. Chu Hai College of Higher Education 珠海學院
4. City University of Hong Kong 香港城市大學
5. City University of Hong Kong - Community College of City University 香港城市大學 - 專上學院
6. Hang Seng School of Commerce 恒生商學書院
7. HKU SPACE Po Leung Kuk Community College 香港大學專業進修學院保良局社區書院
8. Hong Kong Art School 香港藝術學院
9. Hong Kong Baptist University 香港浸會大學
10. Hong Kong Baptist University - College of International Education 香港浸會大學 - 國際學院
11. Hong Kong Baptist University - School of Continuing Education 香港浸會大學 - 持續教育學院
12. Hong Kong Central College 香港中伸書院
13. Hong Kong College of Technology 香港專業進修學校
14. Hong Kong Institute of Technology (formerly known as College of Info-Tech) 香港科技專上書院
15. Hong Kong Shue Yan University 香港樹仁大學
16. Lingnan University 嶺南大學
17. Lingnan University - Lingnan Institute of Further Education 嶺南大學 - 持續進修學院
18. Lingnan University - The Community College at Lingnan University 嶺南大學 - 社區學院
19. The Chinese University of Hong Kong 香港中文大學
20. The Chinese University of Hong Kong - School of Continuing and Professional Studies
香港中文大學 - 專業進修學院
21. The Chinese University of Hong Kong - Tung Wah Group of Hospitals Community College
香港中文大學 - 東華三院社區書院
22. The Hong Kong Academy for Performing Arts 香港演藝學院
23. The Hong Kong Institute of Education 香港教育學院
24. The Hong Kong Institute of Education - School of Continuing and Professional Education
香港教育學院 - 持續專業教育學院
25. The Hong Kong Polytechnic University 香港理工大學
26. The Hong Kong Polytechnic University - Hong Kong Community College
香港理工大學 - 香港專上學院
27. The Hong Kong Polytechnic University - School of Professional Education and Executive Development
香港理工大學 - 專業進修學院
28. The Hong Kong University of Science and Technology 香港科技大學
29. The Open University of Hong Kong 香港公開大學
30. The University of Hong Kong 香港大學
31. The University of Hong Kong - HKU SPACE Community College 香港大學附屬學院
32. Vocational Training Council - Hong Kong Institute of Vocational Education
職業訓練局 - 香港專業教育學院
33. Vocational Training Council - School of Business and Information Systems
職業訓練局 - 工商資訊學院
34. Yew Chung Community College 耀中社區書院

Sources 資料來源：

Education Bureau website and Information Portal for Accredited Self-financing Post-secondary Programmes (iPASS) of the Hong Kong SAR Government

香港特別行政區政府教育局網頁及經評審自資專上課程資料網(iPASS)

Annex 2 附錄二

Important Dates to be Noted 重要日期一覽表

61st Hong Kong Schools Speech Festival 第 61 屆香港學校朗誦節	
Events 事項	Dates 日期
Festival Syllabus uploaded to the Association's website 比賽目錄上載於本會網站	30-6-2009 (English Speech) 20-7-2009 (中文朗誦)
Festival Syllabus (printed form) available for members to collect at the Association office 會員可於本會辦事處領取比賽目錄 (印刷版)	20-7-2009
Speech Festival Entry Forms available for members to download from the Association website or collect at the Association office 朗誦節報名表備妥，會員可於本會網站下載或於本會辦事處索取	17-8 ~ 18-9-2009
Commencement of submission of Entry Forms 開始接受報名	1-9-2009
Deadline of submission of Entry Forms (by post) 截止報名(郵寄)	11-9-2009
Deadline of submission of Entry Forms (in person) 截止報名 (親臨辦理)	17-9-2009 (4:00 p.m.)
Late submission of Entry Forms (one day only) 逾期報名 (只限一天)	18-9-2009
Deadline of submission of Own Choice Piece & Original Work 截止遞交自選誦材 <u>English Speech 英文朗誦 (please refer to Rules and Regulations 3.3.4 for details)</u> N202-205, N206-208, N212-213, N216-218, N223-225 - title & full text/script N219-222 - title - script N228-230 - script only <u>Chinese Speech 中文朗誦 (詳情請參閱比賽章程 3.3.4)</u> 項目 439-441 - 題目 - 誦材	12-10-2009 12-10-2009 on the day of competition on the day of competition 12-10-2009 比賽當日
Entry Form Receipts ready for members to collect at the Association office 會員可於本會辦事處取回報名表回條	19-10-2009
Festival Timetable uploaded to the Association's website 比賽時間表上載於本會網站	28-10 ~ 4-11-2009
Application for alteration in respective items 申請更改有關資料	28-10 ~4-11-2009 (4:00 p.m.)
Revised Festival Timetable uploaded to the Association's website 比賽時間表(修訂版)上載於本會網站	9-11-2009
Speech Festival Period 朗誦節日期	16-11~ 16-12-2009
Prior booking for certificate collection by members 會員預約領取朗誦節獎狀	Mar ~ May 2010 3月~5月 2010年

Annex 3

Guidelines on the Application for Alteration in Respective Items

The guidelines stated below are to inform members/competitors on how to apply for alteration, how to complete the alteration form, and what items can be altered. Members / Competitors should study the guidelines carefully before filling in details on the Alteration Form.

1. Members / Competitors should submit one Alteration Form for each entry in which specific item(s) need(s) to be altered.
2. Submission of Alteration Forms will commence 28 October 2009 and end at 4:00 p.m. on 4 November 2009. Late submission of Alteration Forms will not be processed. (Such restriction does not apply to 6.2.)
3. Members / Competitors should submit the Alteration Form(s) in person or by a delegated person so that he/she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip. Applications via phone call, email, fax or post, etc, will not be accepted.
4. Please bring along the original copies of the following documents for counter-check purpose. Applications will not be processed if documents are missing:
 - a) Entry Form Receipt;
 - b) Proof of the competitor(s) identity:
Hong Kong ID Card (for wrong age group) or student handbook (for wrong education level), etc; A photocopy of these documents must also be attached.
 - c) Supporting documents for the following cases:
 - (i) Competition clashes with school examination – the examination time-table or school calendar with the school chop
 - (ii) Competition clashes with school test, dictation, assessment or other events which affect the competitor's academic results - a letter with the school heading, principal's signature and school chop
 - (iii) Competition in Solo/Duo Class clashes with a Group Class - a letter with the school heading, responsible teacher's signature and school chop
 - (iv) For swapping groups between schools/intra-school - a certified letter to prove the two schools concerned agreed to swap groups

A template for (ii) and (iii) above has been uploaded to the Member's Area of the Association website for members' use.

5. Fees

5.1 Members/Competitors should pay a handling fee of \$60 for each application except in the case that the competitor takes part in two individual classes which are scheduled in the same time slot. For late submission / change of Own Choice piece, or change of a class, they should pay a surcharge equal to the amount of the entry fee of the class. Payment must be made in cash.

5.2 Cancellation of a confirmed alteration is not allowed. Nevertheless, members/competitors can apply for alteration once again and pay a handling fee of \$60 for each application.

5.3 Under no circumstances should fees be refunded.

6. Restrictions on items to be altered

6.1 Late Submission / Change of Own Choice piece

- a) Own Choice piece not yet submitted before the deadline
- b) Change of Own Choice pieces

6.2 Change of Data on the Entry Form

Members / Competitors can apply for correction of data filled on the Entry Form (e.g. misspelling of the competitor's name; change of phone number or school name, etc). Request for alteration of competition district, class or competitor(s) will not be entertained.

6.3 Change of Class

A change of class can be accepted only in the case where:

- a) A male competitor has entered a female class or vice versa;
- b) A competitor has entered a class not of his/her age group or education-level;
- c) A Solo Class competitor has entered a Duo Class

6.4 Change of the Group in the same Class

6.4.1 A change of group in the same Class can be accepted only in the case where:

- a) Competition clashes with another competition;
- b) Competition clashes with school examination; and
- c) Competition clashes with school test, dictation, assessment or other event which affects the competitor's academic results

6.4.2 Only with the reason(s) listed in 6.4.1, no application of a Group Class or a Scholarship Class for an alteration of competition time would be accepted. Before starting the application procedures for an alteration, individual school/competitor concerned should have obtained the written consent from another school/competitor to make a swap of competition time with them.

6.4.3 A quota for the swap between groups is reserved and is on a first-come-first-served basis. However, the quota may vary due to the number of competitors in a class and the conditions of the venues. Therefore, an application may not be successful.

6.4.4 Members / Competitors should check online at www.hksmsa.org.hk the number of groups scheduled in the same class, when and where the competitions are held, etc., and then list on the form their order of preferences to show which group they wish to be reallocated to.

Annex 4

Arrangements for Competitions during Adverse Weather and Epidemic Disease Outbreak

School Suspension due to Tropical Cyclone / Rainstorm /Epidemic Disease Outbreak (Signal hoisted/announcement made before competition hours)	Classes Categorised by Education Level <i>e.g. primary school classes, secondary school classes</i>	Classes Categorised by Level of Attainment / Age <i>e.g. grade 3 piano solo classes, age 8 or under classes</i>
Tropical Cyclone Warning Signal No 8 / Black Rainstorm Warning Signal hoisted	Competitions to be cancelled if the signals are to be/ still hoisted: 1. at 6:30 a.m. - for all competitions of the day 2. at 11:00 a.m.- for all competitions scheduled for 11:00 a.m. and competitions on that day 3. at 3:00 p.m. - for all competitions scheduled for 3:00 p.m. and competitions on that day	Competitions to be cancelled if the signals are to be/ still hoisted: 1. at 6:30 a.m. - for all competitions of the day 2. at 11:00 a.m.- for all competitions scheduled for 11:00 a.m. and competitions on that day 3. at 3:00 p.m. - for all competitions scheduled for 3:00 p.m. and competitions on that day
Tropical Cyclone Warning Signal No 3 / Amber Rainstorm Warning Signal / Red Rainstorm Warning Signal hoisted	Competitions to be cancelled if the EDB, HKSAR announces school suspension. Please refer to the time line stated in the box above. (For example, when the Red Rainstorm Warning Signal is hoisted, the EDB will announce school suspension for kindergartens. Therefore, all the competitions for kindergarten classes will be terminated.)	Competitions to be held as scheduled; ^{Note 1.} Competitors should decide on whether or not they should attend the competitions and should hold responsibility of their own safety.
School suspension order made by EDB, HKSAR to all kindergartens, primary or secondary schools during the Epidemic Disease outbreak	Competitors from the type(s) of schools affected by the order are not permitted to attend any competitions ^{Note 4.}	Competitions to be held as scheduled; ^{Note 4.} The competitors not from the type(s) of schools affected by the order can attend the competitions; they will only receive comments and be awarded marks, but no placing will be awarded to them. Please visit the Association website for updated competition arrangements under such circumstances.

(B/F)

School Suspension due to Tropical Cyclone / Rainstorm (Signal hoisted/announcement made during competition hours)	Classes Categorised by Education Level <i>e.g. primary school classes, secondary school classes</i>	Classes Categorised by Level of Attainment / Age <i>e.g. grade 3 piano solo classes, age 8 or under classes</i>
Rainstorm Warning Signal hoisted	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.
Tropical Cyclone Warning Signal No 3 hoisted	Competitions of the affected classes to be terminated; Note 2 Competitors should leave the venues as soon as possible.	Competitions to be continued; Competitors should decide on whether or not they should stay on for the competitions and should hold responsibility of their own safety.
Tropical Cyclone Warning Signal No 8 or higher hoisted	Competitions to be terminated; Note 3 Competitors should leave the venues as soon as possible.	Competitions to be terminated; Note 3 Competitors should leave the venues as soon as possible.

Notes:

1. 'Grade Three Piano Solo' classes and classes for 'Age 8 and Under' are examples of classes categorised by competitors' level of attainment/age. Students of kindergartens and primary schools are likely competitors in these classes. Under these circumstances, the competitions are held as scheduled.
2. For example, if Tropical Cyclone Warning Signal No 3 is hoisted and the EDB, HKSAR announces school suspension order to kindergartens, competitions for kindergarten classes are to be terminated.
3. Competitors who have performed will receive comments and be awarded marks, but no placing will be awarded to them. The exact timing for a competition to be terminated will be announced by the venue assistant when the Association or the person-in-charge of the venue has notified him/ her.
4. During the Festival time, in case of individual schools that suspend classes /are ordered to suspend classes, the Association will send out and upload circulars on to the Association website before competitions held to inform members of corresponding arrangements.

No make-up sessions (such as re-scheduling of competitions, re-allocating competitors to other groups, etc) will be made for the cancelled competitions or for those competitors who decide not to perform in the competitions. The entry fees will not be refunded.